

# NOAA's National Weather Service

FY 2002 Affirmative Employment Accomplishment Report *and*  
FY 2003 Plan Update for People with Disabilities



*FY 2002*

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
REPORT OF ACCOMPLISHMENTS FOR AN AGENCY WITH 1,001 OR MORE  
EMPLOYEES

NATIONAL WEATHER SERVICE

AGENCY

1325 EAST WEST HIGHWAY SILVER SPRINGS, MD 20910-3283

AGENCY ADDRESS

4,808

NUMBER OF EMPLOYEES COVERED BY THIS PLAN

Salim C. Abddeen (301) 713-1060 (TTY)  
(301) 713-0692 (Voice)

NAME OF PERSON PREPARING THIS FORM

TELEPHONE NUMBER

SIGNATURE OF RESPONSIBLE OFFICIAL

DATE

Rufus B. Caruthers, Jr., NWS Equal Employment Opportunity Manager

NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE OF AGENCY HEAD

DATE

John J. Kelly, Jr., Assistant Administrator for Weather Services

NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN  
COMPLIANCE WITH EEO-MD-713, "AFFIRMATIVE ACTION FOR HIRING,  
PLACEMENT, AND ADVANCEMENT OF INDIVIDUALS WITH DISABILITIES")

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE AND REPORT OF  
ACCOMPLISHMENTS FOR AN AGENCY WITH 1,001 OR MORE EMPLOYEES**

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**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
FY 2002 ACCOMPLISHMENT REPORT  
FY 2003 PLAN UPDATE**

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**EXECUTIVE SUMMARY**

The Equal Employment Opportunity Commission (EEOC) requires this report as a part of their enforcement requirements. The Americans with Disabilities Act (ADA) of 1990, Titles I and V, prohibit employment discrimination against qualified people with disabilities. Title I applies to employers with fifteen or more employees beginning on July 26, 1994. Title V contains miscellaneous provisions that apply to EEOC's enforcement of Title I.

The Civil Rights Act (CRA) of 1991 (Pub. L. 102-166) (CRA) amends Sections 101(4), 102 and 509 of the ADA. In addition, Section 102 of the CRA amends the Revised Statutes by adding a new Section following Section 1977 (42 U.S.C. 1981) to provide for the recovery of compensatory and punitive damages in cases of intentional violations of Title VII, the Americans with Disabilities Act of 1990, and Section 501 of the Rehabilitation Act of 1973.

This report is an annual report the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) provides to the NOAA Office of Civil Rights (OCR) for consolidation into a NOAA-wide FY 2002 Affirmative Employment Accomplishment Report and FY 2003 Plan Update for Disabled Veterans and People with Disabilities. The report identifies the NWS accomplishments during FY 2002 by providing employment opportunities; by explaining the NWS efforts to increase representation; and by identifying efforts to remove barriers that affect people with disabilities.

During FY 2002, the NWS had excellent success ensuring its facilities were accessible to people with disabilities. The NWS made modifications throughout all its Regions: Purchasing furniture, installing automatic doors to entrances, designating parking spaces, modifying restrooms, and providing specialized equipment. Funding for these type of modifications and equipment can be extensive, but is necessary and will remain an issue until the NWS can accommodate all types of targeted disabilities.

The removal of barriers is often a slow process that must be well planned, funded and accomplished to prevent a waste of employee hours and dollars. The NWS has demonstrated a willingness to accommodate its employees, and has overcome barriers with time, patience and planning.

During FY 2002, the NWS has involved itself in many initiatives to increase the representation of people with disabilities. The NWS involvement in programs such as High School/High Tech, Vocational Rehabilitation Services, Workforce Recruitment, and involvement in local people with disabilities programs are key elements to a changing culture and for attracting qualified people with disabilities to the NWS. The number of People with Disabilities employed is slowly increasing, with a continued involvement in mentoring programs. As a result, the NWS will soon establish a pipeline of qualified candidates for a variety of employment positions.

A key objective needing to be accomplished is Equal Employment Opportunity (EEO) and Affirmative Employment (AE) training. The NWS has an obligation to ensure all managers, supervisors, and employees are provided with effective EEO/AE training to assist with its cultural change. Placing People with Disabilities in employment positions without ensuring the work force is fully aware, thoroughly trained and equally supportive of the change creates a formula for failure. The NWS will continue to take the steps necessary to provide effective training that will create the environment required to develop a team concept that is supportive of each individual within the organization.

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
STAFFING COMMENTS**

This report provides NOAA's National Weather Service data indicating our staffing commitments as of September 30, 2002. Included are Selective Placement Coordinators, Disability Program Managers and other key staff assigned to the Affirmative Employment Program for People with Disabilities.

**A. HEADQUARTERS PERSONNEL WITH NATIONWIDE RESPONSIBILITY:**

1. AGENCY WIDE RESPONSIBILITY (If Applicable):

NUMBER OF PERSONS: 1

TOTAL STAFF YEARS (Full-Time Equivalents Allocated to the Program): .5

2. RESPONSIBILITY FOR MAJOR OPERATING COMPONENTS:

NATIONAL WEATHER SERVICE

NUMBER OF PERSONS: 1

TOTAL STAFF YEARS (Full-Time Equivalents Allocated to the Program): .3

**B. ALL OTHER PERSONNEL RESPONSIBLE FOR MANAGEMENT AND COORDINATION OF THE PROGRAM:**

PERCENTAGE OF TIME  
ALLOCATED TO THE PROGRAM

INDICATE NUMBER  
IN EACH GROUP

|              |   |
|--------------|---|
| 1 - 5%       | 5 AEP Coordinators  |
| 6 - 10%      | 6 Regional EEO Managers<br>1 NWS Training Center<br>1 National Data Buoy Center |
| 11 - 25%     | 0   |
| 26 - 75%     | 0   |
| 76 - 100%    | 0   |
| <b>TOTAL</b> | <b>13</b>   |

**C. NUMBER OF PERSONNEL OFFICES WITH APPOINTING AUTHORITY: 5**

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
REPORT ON FACILITY ACCESSIBILITY**

This report describes our agency's barrier removal activity during the reporting year.

**A. SUMMARY OF BARRIER REMOVAL ACTIVITY.**

- (1) The NWS purchased special PC equipment for our visually challenged employees.
- (2) The NWS has purchased furniture to accommodate the special needs of current disabled employees.
- (3) The NWS has installed automatic door openers to allow easier accessibility for disabled employees and customers.
- (4) The NWS has moved employee/contractor with a disability to the first floor and renovated the suite of offices to accommodate him.
- (5) The NWS conducted surveys throughout its buildings and verified needed upgrades were completed.
- (6) The NWS ensured leased properties met all necessary standards mandated for People with Disabilities.
- (7) The NWS installed walkways, provided golf carts, and scooters in assist employees with traveling over long distances or steep inclines.
- (8) The NWS provided interpreters for employees with hearing impairments for training and conference calls.
- (9) During the NWS office relocations, we ensured cubicles and passageways met standard requirements to effectively accommodate persons with physical disabilities.
- (10) The NWS provided designated parking spaces for our disabled employees for easy access to the facilities.
- (11) Several power operated restroom doors were installed to ensure that our disabled employees would have the ability to open those doors with little effort.

(12) The NWS modified bathrooms and showers to accommodate employees and visitors with disabilities.

(13) The NWS web sites have been redesigned to be Section 508 compliant.

**B. GSA ASSISTANCE WITH BARRIER REMOVAL.**

☐ NOT APPLICABLE      ☒ YES      ☐ NO; DESCRIPTION

**C. DIFFICULTIES ENCOUNTERED ATTEMPTING TO REMOVE BARRIERS THAT REMAIN IN FACILITIES.**

(1) The NWS had a problem when some tiles in need of repair and the area not adequately roped off.

(2) Funding continues to be an issue for timely facility upgrades, it creates lengthy delays.

(3) Renegotiations of lease renewals to include facility upgrades create lengthy delays.

(4) The NWS could not start storage building accessibility projects due to shortage of staff. The NWS must fill several positions so we can assign and complete the projects.

**D. ACTIONS TAKEN TO OVERCOME DIFFICULTIES DESCRIBED IN ITEM "C" ABOVE.**

(1) We notified Facilities.

(2) Continue to seek and provide reasonable cost estimates for upgrades with reasonable and timely submissions of funding requests.

(3) Continue to negotiate in good faith to make necessary concessions to gain progress for reasonable accommodations.

(4) Human Resources are being asked to expedite the requested personnel actions.

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES PRACTICES, OR  
PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF  
INDIVIDUALS WITH DISABILITIES

This report list barriers which were identified in previous years for which action was taken during FY 2002.

| BARRIER  | ALTERNATIVE | ACTIONS TAKEN      | COMPLETION DATE |
|--|-------------|--------------------|-----------------|
| ADA shower in Caribou ME WFO.  | N/A         | Constructed shower | 09/2002         |
| Walkway installed at Binghamton NY WFO.<br>Funding approved.<br>Bids being accepted. | N/A         | Installed          | 08/2002         |

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2001 THROUGH SEPTEMBER 30, 2002**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
AGENCY INITIATIVES AND NOTEWORTHY ACCOMPLISHMENTS**

This report describes unique, creative initiatives which the National Weather Service (NWS) undertook during FY 2002.

The following initiatives were instituted during Fiscal Year 2002, and have proven to be successful in improving the NWS employment opportunities for people with disabilities.

- (1) The NWS requested and received, resumes of students from the Workforce Recruitment Program.
- (2) The NWS held information sessions on the High School/High Tech Program. These sessions made the supervisors aware of the program; many are seeking these students for STEP appointments.
- (3) The NWS hired employees with disabilities as STEP appointments.
- (4) At one time, most of the NWS recruitments were NOAA-wide; now we are using OPM's All Sources and the Workforce Recruitment Program to recruit. This has opened more opportunities for people with disabilities.
- (5) The NWS includes a statement on every vacancy announcement under "Area of Consideration" encouraging people with disabilities eligible for noncompetitive appointment under special appointing authorities to apply.
- (6) Human Resources has provided a listing of organizations that we use as a source for our recruitment announcements.
- (7) An NWS senior manager took sign language classes at Gallaudet University and serves as a mentor.
- (8) The NWS has incorporated computer software to aid visually challenged employees in navigating the web and other applications.

- (9) The NWS participated in career fairs throughout the United States to promote the National Weather Service as a potential employer to people with disabilities.
- (10) The NWS Administrative Officer attends the yearly EEO conference held in Baltimore, for any additional information/resources that would help us in hiring people with disabilities.
- (11) The NWS' National Data Buoy Center (NDBC) hosted this year's Area III Special Olympics Games at Stennis Space Center, Mississippi. The top performing athletes in the Stennis games went to the state games at Keesler Air Force Base, Mississippi, in April 2002.
- (12) The NWS' NDBC Director, Dr. Paul F. Moersdorf opened the ceremonies at Stennis Space Center on March 16, 2002.
- (13) The NWS' NDBC coordinated the event and the efforts of more than 450 volunteers; more than 240 Special Olympics athletes competed in the games.
- (14) The National Weather Service offers the University Assignment Program to all employees who would like to be considered for the opportunity to further their college education.
- (15) The NWS has a program in place that will assist Hydrometeorological Technicians (GS-1341) in their efforts to crossover to the GS-1340 Meteorologist series or to the GS-1315 Hydrologist series by assuming financial responsibility for core classes.
- (16) The NWS considered candidates for student temporary positions under the Workforce Recruitment and High School/High Tech Programs.
- (17) The NWS participated in the High School/High Tech program that provided students a scholarship program, educational travel experiences, training, and counseling.
- (18) The NWS field offices provided training to employees to become CPR certified and safety qualified. These opportunities helped people with disabilities in their advancement opportunities.

- (19) The NWS accomplished resident training at the National Weather Service Training Center, providing our employees the opportunity to be competitive for future vacancies that offer promotion potential.
- (20) Tele-training and other types of training were available periodically on a variety of topics to enhance knowledge in occupational specialities and create highly competitive employees for future positions.

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003

AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
PLAN UPDATE FOR AN AGENCY WITH 1,001 OR MORE EMPLOYEES

NATIONAL WEATHER SERVICE

AGENCY

1325 EAST WEST HIGHWAY SILVER SPRINGS, MD 20910-3283

AGENCY ADDRESS

4,808

NUMBER OF EMPLOYEES COVERED BY THIS PLAN

Salim C. Abddeen

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NAME OF PERSON PREPARING THIS FORM

TELEPHONE NUMBER

  
SIGNATURE OF RESPONSIBLE OFFICIAL

1/14/03  
DATE

Rufus B. Caruthers, Jr., NWS Equal Employment Opportunity Manager

NAME AND TITLE OF RESPONSIBLE OFFICIAL

  
SIGNATURE OF AGENCY HEAD

FEB 21 2003

DATE

John J. Kelly, Jr., Assistant Administrator for Weather Services

NAME AND TITLE OF AGENCY HEAD (CERTIFIES THAT THIS REPORT IS IN  
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**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
NUMERICAL OBJECTIVES (GOALS) FOR EMPLOYMENT OF PEOPLE  
WITH TARGETED DISABILITIES (TD)**

| <b>ANTICIPATED CHANGES IN WORK FORCE<br/>FROM OCTOBER 1, 2002 TO SEPTEMBER 30, 2003</b> |   |       |   |                   |  |             |
|---|---|-------|---|-------------------|--|-------------|
|   | <b>NUMBER +/-</b>                               |       | <b>PERCENT CHANGE +/-</b>   |                   |  |             |
| LOSSES<br>TOTAL WORK FORCE  | 201   |       | 4.2%  |                   |  |             |
| LOSSES WITH<br>DISABILITIES REPORTED  | 8   |       | 4.2%  |                   |  |             |
| LOSSES<br>TARGETED DISABILITIES   | 0   |       | 0%  |                   |  |             |
| ACCESSIONS<br>TOTAL WORK FORCE  | 296   |       | 6.2%  |                   |  |             |
| ACCESSIONS WITH<br>DISABILITY REPORTED  | 14  |       | 7.4%  |                   |  |             |
| ACCESSIONS<br>TARGETED DISABILITIES   | 1   |       | 2.8%  |                   |  |             |
|   | WORK FORCE<br>ACTUAL DATA<br>AS OF<br>9/30/2002 |       | ANTICIPATED<br>CHANGES IN WORK<br>FORCE FROM<br>10/1/2001 TO<br>9/30/2002 |                   | ANTICIPATED<br>DATA AS OF<br>9/30/2003 |             |
|   | NUMBER  | %     | NUMBER<br>+ / -   | % CHANGE<br>+ / - | NUMBER                                 | %           |
| TOTAL WORK<br>FORCE   | 4808  | 100%  | 95  | 1.98%             | 4903                                   | 100%        |
| DISABILITIES<br>REPORTED  | 190   | 3.95% | 6   | 3.16%             | 196                                    | 4           |
| TARGETED<br>DISABILITIES  | 36  | .75%  | 1   | 2.78%             | 37                                     | .75%        |
| NUMERICAL OBJECTIVES FOR THE PERIOD 10/1/2001 TO 9/30/2002                              |   |       |   |                   |  |             |
| A. TOTAL NUMBER OF ACCESSIONS OF PERSONS WITH TD  |   |       |   |                   |  | <u>1</u>    |
| B. PERCENTAGE OF ACCESSIONS OF PERSONS WITH TD  |   |       |   |                   |  | <u>.34%</u> |
| C. TOTAL NUMBER OF PERSONS WITH TD ON BOARD AS OF 9/30/2002                             |   |       |   |                   |  | <u>36</u>   |
| D. PERCENTAGE OF WORK FORCE WITH TD AS OF 9/30/2002                                     |   |       |   |                   |  | <u>.75%</u> |

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
PLAN FOR SPECIAL RECRUITMENT PROGRAM**

This report identifies the special recruitment programs established and maintained by the NWS for people with disabilities.

The following is a list of recruitment strategies being implemented to assist in meeting our current employment objectives.

| <b>RECRUITMENT STRATEGY</b>   | <b>TARGET DATE</b>       |
|---|--------------------------|
| The NWS will utilize the High School/High Tech Program to reach potential candidates for student employment and spark interest in the NWS.                            | On Going                 |
| The NWS will use the Workforce Recruitment Program to recruit students to fill full-time temporary positions.   | On Going                 |
| The NWS will continue to attend nation wide career and job fairs to promote the NWS.  | On Going                 |
| The NWS will send job announcements to the Disabled American Veterans and National Council on Disability.   | FY 2003                  |
| The NWS will network with Vocational Rehabilitation Services to recruit candidates for our positions.   | 2 <sup>nd</sup> Qtr 2003 |
| The NWS will use OPM's All Sources and Special Hiring Authority where feasible to encourage people with disabilities to apply for NWS vacancies under that authority. | On Going                 |
| The NWS will participate in conferences addressing the employment of persons with disabilities.   | FY 2003                  |
| The NWS will sensitize managers, supervisors, and employees about persons with disabilities through training.   | FY 2003                  |
| The NWS will continue offering opportunities under the University Assignment and Upward Mobility Programs.  | On Going                 |

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S  
NATIONAL WEATHER SERVICE  
OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003**

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR PEOPLE WITH DISABILITIES  
FACILITY ACCESSABILITY**

A. This report lists unmet objectives for barriers that were established in previous submissions that have not been accomplished. Strategies have been devised to accomplish these objectives during FY 2003.

| <b>OBJECTIVE</b>   | <b>ORIGINAL<br/>TARGET<br/>DATE</b> | <b>REVISED TARGET<br/>DATE</b> | <b>REVISED STRATEGY</b>                                     |
|--|-------------------------------------|--------------------------------|---|
| Storage building made accessible   | FY02                                | FY03                           | Project will be assigned when the needed position is filled |
| Carpet in lobby areas- carpet is not smooth and is rippling- difficult for wheelchair movement | FY02                                | Pending further review         |   |

B. Additional objectives for barrier removal during FY 2003.

| <b>OBJECTIVE</b>   | <b>TARGET DATE</b> |
|--|--------------------|
| Ramp at State College, PA WFO to be repaired by university         | FY03               |
| House at Mt. Holley, NJ WFO needs to be made wheelchair accessible | FY03               |
| Unlevel floor at Sterling, VA WFO to be evaluated for solution.    | FY03               |

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OCTOBER 1, 2002 THROUGH SEPTEMBER 30, 2003

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ALTERNATIVES TO PERSONNEL OR MANAGEMENT POLICIES, PRACTICES, OR  
PROCEDURES WHICH RESTRICT HIRING, PLACEMENT, AND ADVANCEMENT OF  
INDIVIDUALS WITH DISABILITIES**

This report lists barriers' which were identified in previous submissions but for which alternatives have not yet been instituted.

A. Employment barriers for which alternatives have not been instituted:

| BARRIER | ALTERNATE | PLANNED ACTION | TARGET DATE | PREVIOUS DATE |
|---------|-----------|----------------|-------------|---------------|
| None    |           |                |             |               |

B. Barriers not previously identified for which alternatives should be instituted:

| BARRIER | ALTERNATE | PLANNED ACTION | TARGET DATE |
|---------|-----------|----------------|-------------|
| None    |           |                |             |
|         |           |                |             |